



State of California – Business, Consumer Services and Housing Agency

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

CAREER EXECUTIVE ASSIGNMENT (CEA)

EXAMINATION ANNOUNCEMENT

OUR MISSION

Provide leadership, policies and programs to preserve and expand safe and affordable housing opportunities and promote strong communities for all Californians

Position Title: Assistant Deputy Director
Salary: \$6,913 - \$9,937 (CEA LEVEL A)
Final Filing Date: January 17, 2018
JC#: 93685

DUTIES AND RESPONSIBILITIES

The Division of Financial Assistance (DFA) administers approximately 15 programs, both state and federal, that award loans and grants for the construction, acquisition, rehabilitation, and preservation of affordable rental and ownership housing, homeless shelters and transitional housing, public facilities and infrastructure, and the development of jobs for lower-income workers. Additionally, some awards are for projects that reduce Green House Gas Emissions and make public transit more accessible to lower-income populations.

The Assistant Deputy Director assists the Deputy Director, the executive team and department staff in developing, interpreting and implementing the laws, rules, programs and policies, which promote affordable housing opportunities and community development for California residents. The Assistant Deputy Director is responsible for the daily operations of the DFA.

ESSENTIAL FUNCTIONS

Oversee, lead and regularly communicate progress on major organizational change effort that currently involves transition from program orientation to functionally aligned business processes. Responsible for establishing and maintaining necessary teams to provide ongoing support for initial rollout as well as providing ongoing change management to fully implement transition. Regularly communicate to Deputy Director, executive team, project steering committee and division employees the status and progress on the organizational transition. Serve as the project coordinator between DFA and future alignment phases contemplated with other Department of Housing and Community Development (HCD) Divisions.

Provide overall direction to and supervision of DFA branch chiefs to ensure program performance and accountability. This includes overseeing adequate process workflows, adjusting workload levels, developing and implementing performance metrics, and communicating management expectations to division management and staff. Mentor and coach DFA management in accomplishing the Department's mission and goals. Review and approve management recommendations prior to elevating them to the Deputy Director.

Ensure program compliance with new or existing legislative, regulatory and policy directives. Work closely with other divisions to provide input on proposed legislation or policies that affect delivery of housing and community development programs. Work with state agencies, such as the Department of Finance, and the Controller's Office on DFA program budget appropriations and fiscal matters.

Oversee prioritization, development, and implementation of major information technology projects. Including the integration of Department's CAPES database with new electronic management and business processes technology systems. Ensure the accurate and timely transfer of information from DFA to other divisions. Coordinate with HCD Administration Division on budget and staffing needs.

Advise the Deputy Director on DFA issues that need attention, direction, or discussion. In the absence of the Deputy Director, attend and represent DFA and the department at executive staff meeting, at board meetings or at other meeting with state or federal officials. Speak at conferences, grand openings or other events as needed.

MINIMUM QUALIFICATIONS

This position requires an examination to be appointed. Applicants must meet the minimum qualifications for the position in order to compete in the examination.

All applicants must possess the knowledge, skills and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

AND

KNOWLEDGE AND ABILITIES:

Possess the ability to successfully perform administrative and policy-influencing functions effectively. Such overall ability requires possession of the following specific knowledge and abilities:

Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the Department's Equal Employment Opportunity (EEO) objectives; and an administrator's role in the EEO program.

Ability to plan, organize and direct the work of a multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective course of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity program objectives.

Knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A. Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B. Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C. Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, meet the mission of the State Department and often exercising technical and/or professional skills that are required at this level.

DESIRABLE QUALIFICATIONS:

- Knowledge of State civil service laws, rules, policies, procedures and government information systems.
- Ability to effectively formulate and interpret State and federal regulations and policies and plan, organize, and coordinate or supervise the implementation of policies and programs.
- Can clearly communicate sensitive, complex, urgent or highly visible issues in simple terms that are easily understood by the audience; is aware of the impact of executive level communication within an organization.
- Has experience with establishing organizational expectations and ensuring that management and staff have the tools and resources to meet the expectations;
- Ability to monitor performance against expectations and hold management and staff accountable for accurate and timely work products;
- Experience with creating an environment that supports active listening and respects input from others; Can ensure a safe communication environment and creates trust;
- Ability to manage, lead, and enable the process of change and transition while helping others to deal with their effects.
- Experience with creating a culture of change and innovation within the organization; Can effectively align change efforts with the vision and strategic goals of the an organization; Can facilitate teams' efforts to overcome obstacles;
- Creates an environment that promotes teamwork and respect; maintains regular contact with the team to assist them in adapting to any changes in direction or to facilitate overcoming obstacles;
- Fosters openness and transparency; ensures that a high level of professional standards, procedures, and policies are adhered to throughout an organization;
- Provides staff with consistent feedback on performance, regular and effective performance reviews and the guidance to carry out work activities effectively;
- Values different styles and approaches; recognizes the value of diverse opinions and approaches;
- Ability to encourage internal and external partnerships and collaborations for organizational improvements; provides access or opportunity to resources to support change efforts.

PERSONAL CHARACTERISTICS

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling value-based behaviors; promotes teamwork and communication in support of the Department of Housing and Community Development (HCD) strategic goals.

EXAMINATION INFORMATION:

A minimum rating of 70 percent must be attained to obtain list eligibility for this position. Hiring interviews will be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill this position. Applications will be retained for 12 months.

This position exists in the headquarters office located in Sacramento.

FILING INSTRUCTIONS

Complete application packages (applications and any applicable or required documents) must be submitted electronically through your CalCareer account at www.jobs.ca.gov.

Required Application Documents

Please submit the following items with your application (applicants who do not submit the required items may not be considered for this job):

- Electronic State Employment Application through your Applicant Account at www.jobs.ca.gov. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Statement of Qualifications - A Statement of Qualifications (SOQ) serves as the examination for this position and must be submitted with your application to be considered. Please read through the examination information carefully. Applicants who fail to include an SOQ **will not** be considered.
- Resume is required and must be included.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

STATEMENT OF QUALIFICATIONS

The Statement of Qualifications (SOQ) is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length with one inch margins, and no smaller than 12 point font in Arial. On the SOQ, describe your knowledge and experience which demonstrates the desirable qualifications applicable to the duties of this position. Give specific examples, including your role and responsibilities, as well as the outcomes. Further, describe how your background prepares you for this position.

Please note: Resumes do not take the place of the SOQ. Failure to submit an SOQ will result in elimination from the examination.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination, and all candidates who pass will be ranked according to their scores.

HCD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

GENERAL QUALIFICATIONS

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others.

HCD Disclosure Requirements

Selected candidates may be subject to rules imposed by a [Conflict of Interest Code](#) that apply to HCD employees, which may require filing a [Statement of Economic Interest \(Form 700\)](#).

STATE OF CALIFORNIA – BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, P.O. BOX 952050, SACRAMENTO, CA 94252-2050

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

TDD is Telecommunications Device for the Deaf and is reachable only from a phone equipped with a TDD Device. California Relay (Telephone) service for the deaf or hearing-impaired: From TDD Phone: 1-800-735-2929. From Voice Phone: 1-800-735-2922